

**Site Visit Programmatic Questions
Central Minnesota Life Care Center
October 29, 2015**

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?
All program have been steady with the exception of pregnancy tests and ultrasounds. Pregnancy tests are down slightly which has become a trend statewide. This grantee has been very busy with their Earn While You Learn program.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?
No changes will be made to the current work plan.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.
The director will be making a few minor changes to their budget with a soon to be prepared budget revision. They also have rollover of funding from 2012-14 that will need to be included in the current budget. A financial reconciliation has already taken place without any significant findings.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.

The close out form was discussed as a part of the follow-up to all site visits.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.

The current evaluation plan has been initiated and has been designed with the help of a subcontractor. This grantee is conducting an evaluation on their safe sleep program.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

The new changes in the MDH PA web pages was discussed. The New RFP will be posted on the website soon.

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
- Do you want to revise your website posting?

Changes were noted on the current Application Face Sheet. The executive director will review the current MDH PA web posting for their center and if there needs to be any changes will send them by email to the grant manager.

8. Issues specific to this grantee

Rollover funds from the 2012-14 grant cycle are still intact and will need to be included in the budgeting for the remainder of the grant cycle.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area.

A tour of the center was given. The Center is in a great location with ample parking. It is warm and welcoming.

10. How can MDH be more supportive of your program?

The director suggested that more topics for evaluation be given in the future for all grantees.

11. Other?

Central Minnesota LifeCare Center is a new grantee for the 2012-16 grant cycle. They have been a good addition for the PA grant funding as they provide important services to a large rural area where there are little options for women in need. They currently offer a parenting and pregnancy education program, a pregnancy testing program with ultrasound, and crib and car seat safety education. This grantee appears to have great local support for their programs.

